

The **Sullivan County Adult Care Center** is seeking to fill the following position:

ADULT CARE CENTER STAFFING SERVICES PROGRAM COORDINATOR

This position involves responsibility for performing a variety of record keeping and administrative tasks to coordinate activities related to nursing staffing, facility in-service training and human resource functions for the Sullivan County Adult Care Center. Duties will include implementation of nursing staff scheduling and para-professional and support staff time and attendance counseling. Work is performed in accordance with established policies. Work is performed under the general supervision of the Director of Nursing/Nursing Home Administrator. Supervision of other staff is not a significant responsibility of this position. Leeway is allowed for the exercise of independent judgment in performing most job duties.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience involving interviewing, scheduling or supervision of staff.

SALARY: Entry: \$41,011.00; Full: \$43,169.00

MUST APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service examination.

EEO/AA Employer

M/F/D/V

NOTE: *Completion of coursework at a college or university can be substituted for work experience on a year for year basis with thirty (30) credits being equivalent to one year of work experience.*

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.